Personnel Academy

Army Regional Tools

What we will learn

- What is Army Regional Tools?
- How data flows to and from ART
- Applications that are launched from ART
- Types of data available in ART
- Navigating through ART
- Using the ART tool to manage your work

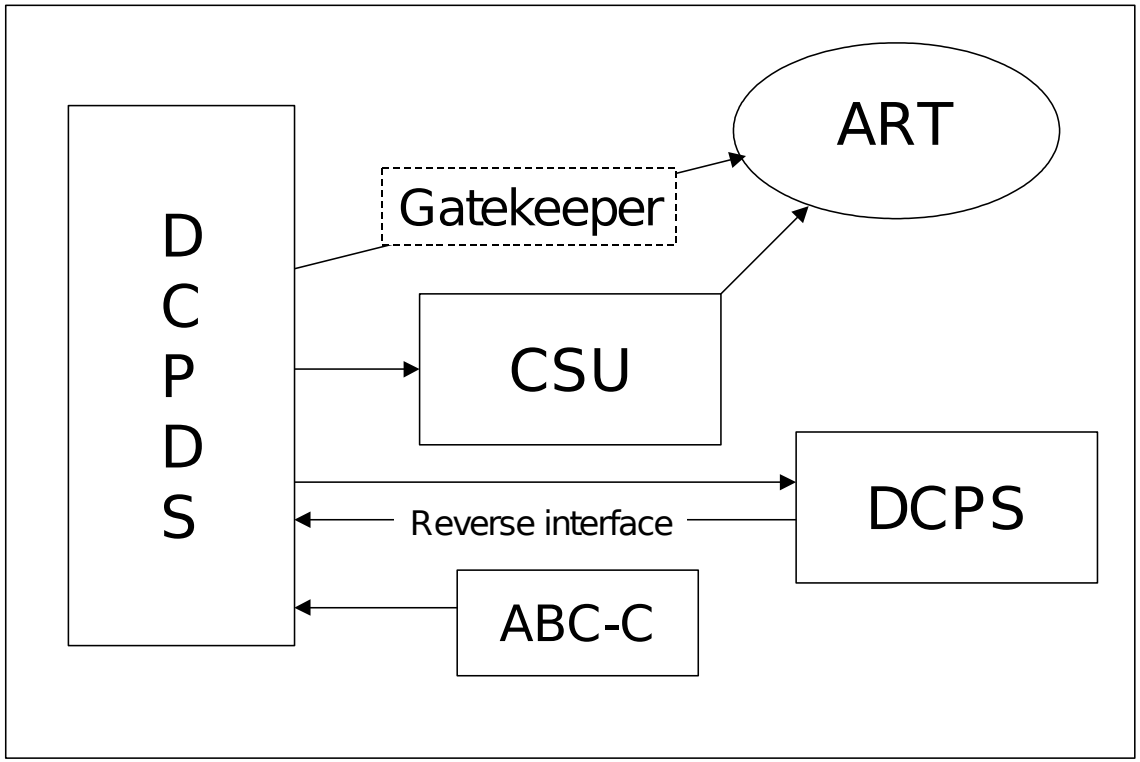
Army Regional Tools

- Commonly known as “ART”.
- Web based application designed and maintained by the Department of the Army.
- Provides easy access to data and statistics not readily available in DCPDS.
- Data is refreshed nightly.
- Is continually being updated based on input from the users, customers and changing requirements.

Acronyms

- DCPDS = Defense Civilian Personnel Data System
- CSU = Customer Support Unit
- ART = Army Regional Tools
- DCPS = Defense Civilian Payroll System
- ABC-C = Army Benefits Center - Civilian

How data flows between the applications:

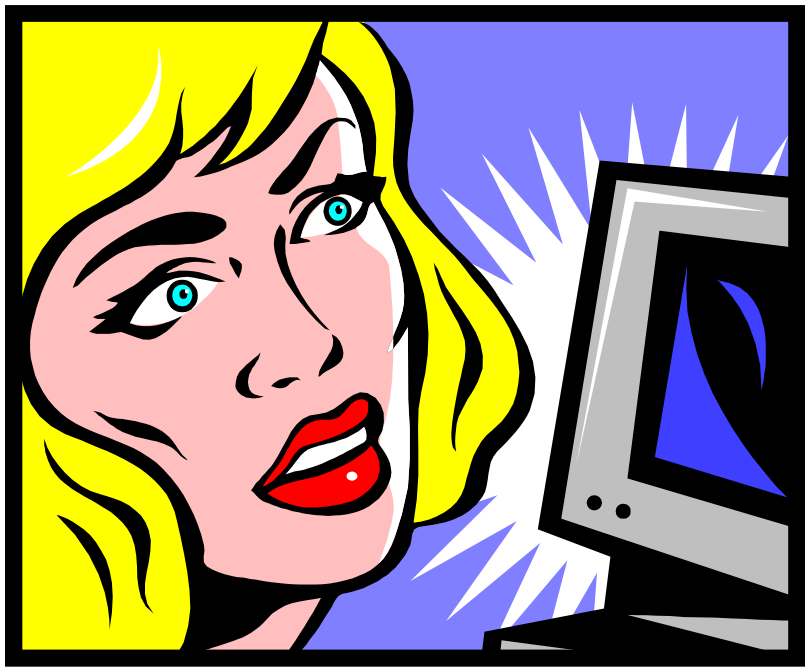


ART is the launching site for other applications

- DCPDS
- CSU
- SF 50 History Database
- Fasclass
- Business Objects
- CHR-ABC

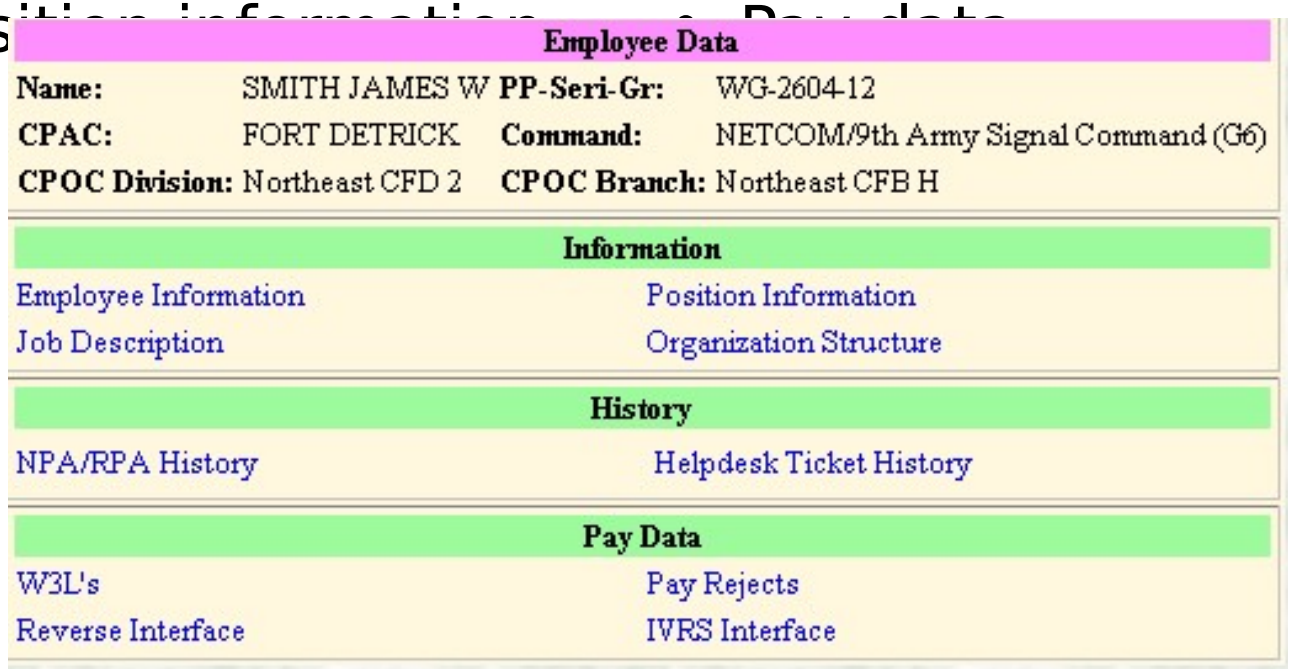
ART is a source of information

- Employee data
- Organization data
- RPA tracker
- NPA tracker
- OPF tracker
- Gatekeeper
- Pay data
- Helpdesk
- Inbox statistics



ART is a source of employee data

- Employee information
- Job description
- Position information
- NPA/RPA history
- Helpdesk ticket history
- Pay data



Employee Data

Name:	SMITH JAMES W	**PP-Seri-Gr:**	WG-2604-12
CPAC:	FORT DETRICK	**Command:**	NETCOM/9th Army Signal Command (G6)
CPOC Division:	Northeast CFD 2	**CPOC Branch:**	Northeast CFB H

Information

Employee Information | Position Information
Job Description | Organization Structure

History

NPA/RPA History | Helpdesk Ticket History

Pay Data

W3L's | Pay Rejects
Reverse Interface | IVRS Interface

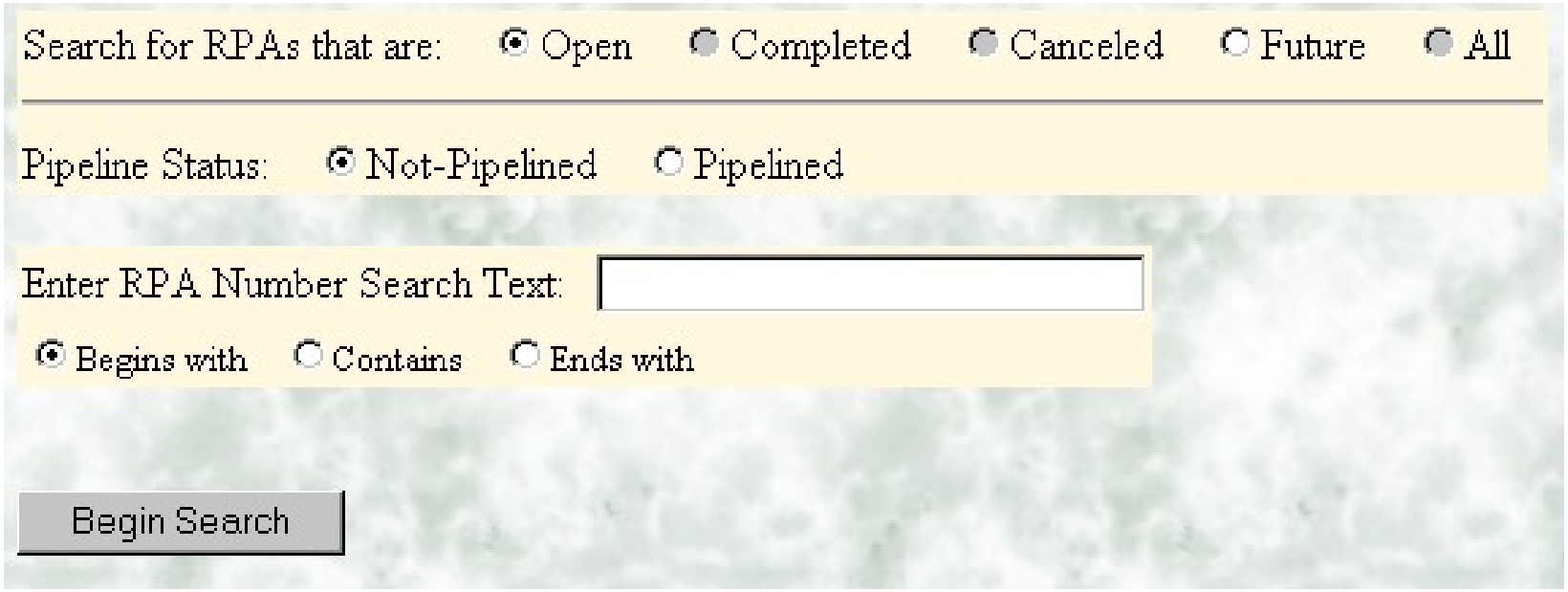
ART tracks NPA & RPA history

Name: Smith, James W SSN: xxxx

Notification of Personnel Action				Request for Personnel Action			
Eff Date	NOA(1)	NOA (2)	Accept Signature	Request Number(RPA)	Action Requested	Approval Date	Authorizing Signature
5/29/03	840 - Individual Cash Award	-	Brian L. Moore	03MAY4BBSCAA00216585	AWARD	5/30/03	Stuhlemmer, Ronald E
10/20/02	894 - Pay Adj	-	Donald P. Taylor	MSL293528-814	SALARY_CHG	2/6/03	Stuhlemmer, Ronald E
10/20/02	894 - Pay Adj	-	Donald P. Taylor	MSL317706-927	SALARY_CHG	4/12/03	Stuhlemmer, Ronald E
10/6/02	790 - Realignment	-	Donald P. Taylor	MRE224377-341	REALIGNMENT	10/15/02	Stuhlemmer, Ronald E
6/30/02	702 - Promotion	-	Yuko J. Meegan	02FEB4BBSCAA00086088	SALARY_CHG	6/27/02	Brooks, Robert L
10/21/01	894 - Pay Adj	-	Donald P. Taylor	MSL99450-180	SALARY_CHG	1/9/02	Brooks, Robert L
8/27/01	840 - Individual Cash Award	-	Brian L. Moore	01AUG4BBISAA00037460	AWARD	8/31/01	Potter, JR, Laurin E

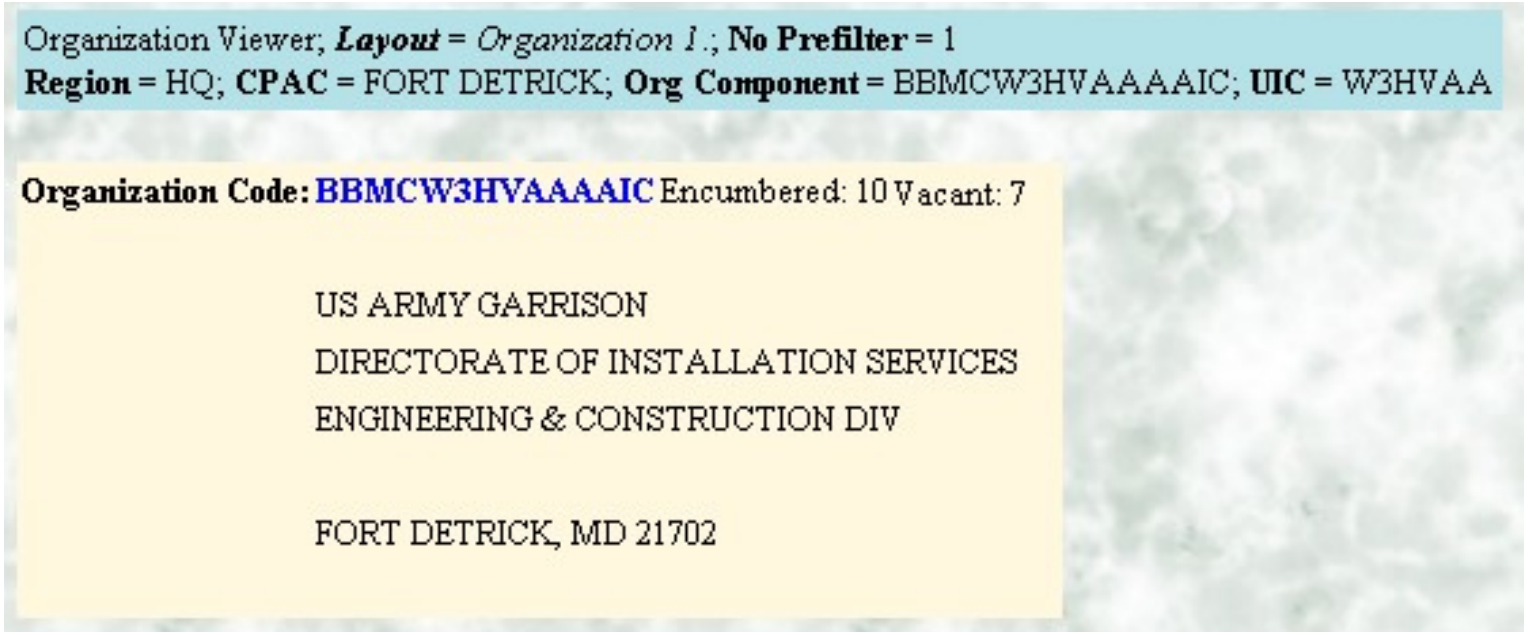
ART tracks open RPAs

- Locate current inbox.
- Check status.


Search for RPAs that are: Open Completed Canceled Future All
Pipeline Status: Not-Pipelined Pipelined
Enter RPA Number Search Text:
Begins with Contains Ends with
Begin Search

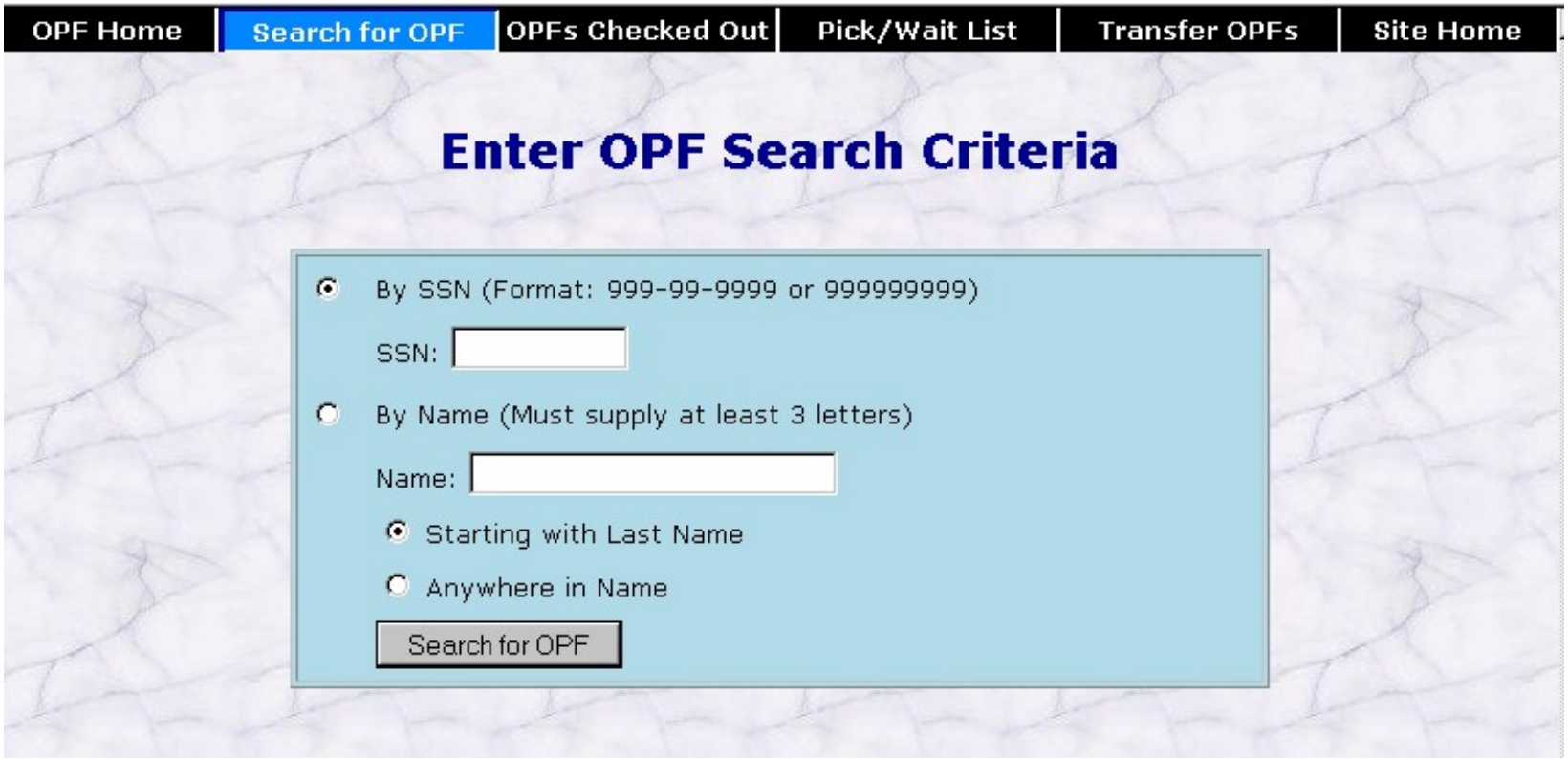
ART is a source of organization data

- Organization structure
- Organization clear text


Organization Viewer; Layout = Organization 1.; No Prefilter = 1
Region = HQ; CPAC = FORT DETRICK; Org Component = BBMCW3HVAAAAIC; UIC = W3HVAA
Organization Code: BBMCW3HVAAAAIC Encumbered: 10 Vacant: 7
US ARMY GARRISON
DIRECTORATE OF INSTALLATION SERVICES
ENGINEERING & CONSTRUCTION DIV
FORT DETRICK, MD 21702

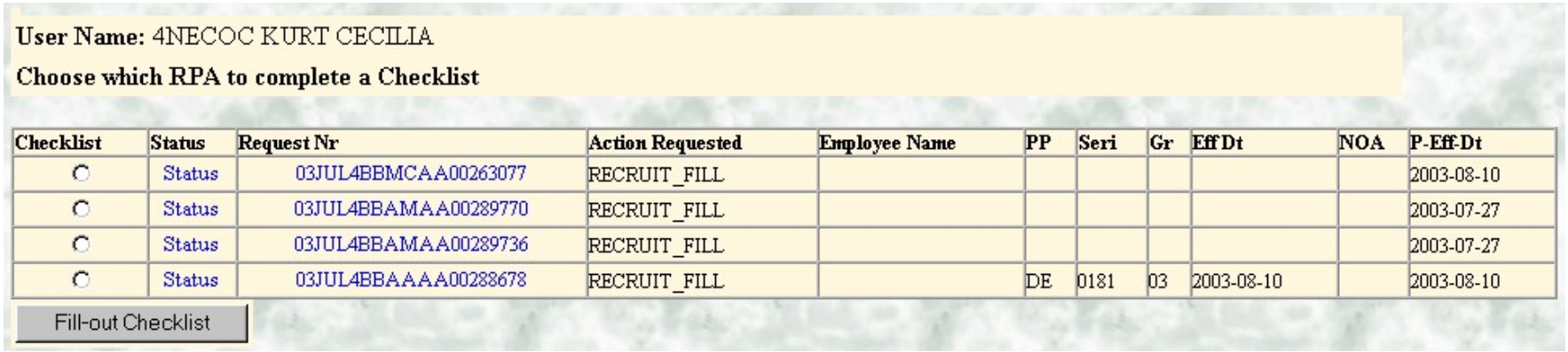
OPF tracker

- Request an OPF
- Track an OPF



Gatekeeper

- Supplemental information for the RPA.
- Helps in position classification & recruitment.
- Linked to your inbox.



User Name: 4NECOC KURT CECILIA

Choose which RPA to complete a Checklist

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	Eff Dt	NOA	P-Eff-Dt
○	Status	03JUL4BBMCAA00263077	RECRUIT_FILL							2003-08-10
○	Status	03JUL4BBAMAA00289770	RECRUIT_FILL							2003-07-27
○	Status	03JUL4BBAMAA00289736	RECRUIT_FILL							2003-07-27
○	Status	03JUL4BBAAAA00288678	RECRUIT_FILL		DE	0181	03	2003-08-10		2003-08-10

Fill-out Checklist

Helpdesk

- Problem notification.
- Pay rejects.

Helpdesk; Work Tickets; ***Layout*** = *Open Tickets 1*.; **Status** = Open; **Ticket Type** = ISuspenses
Groupings

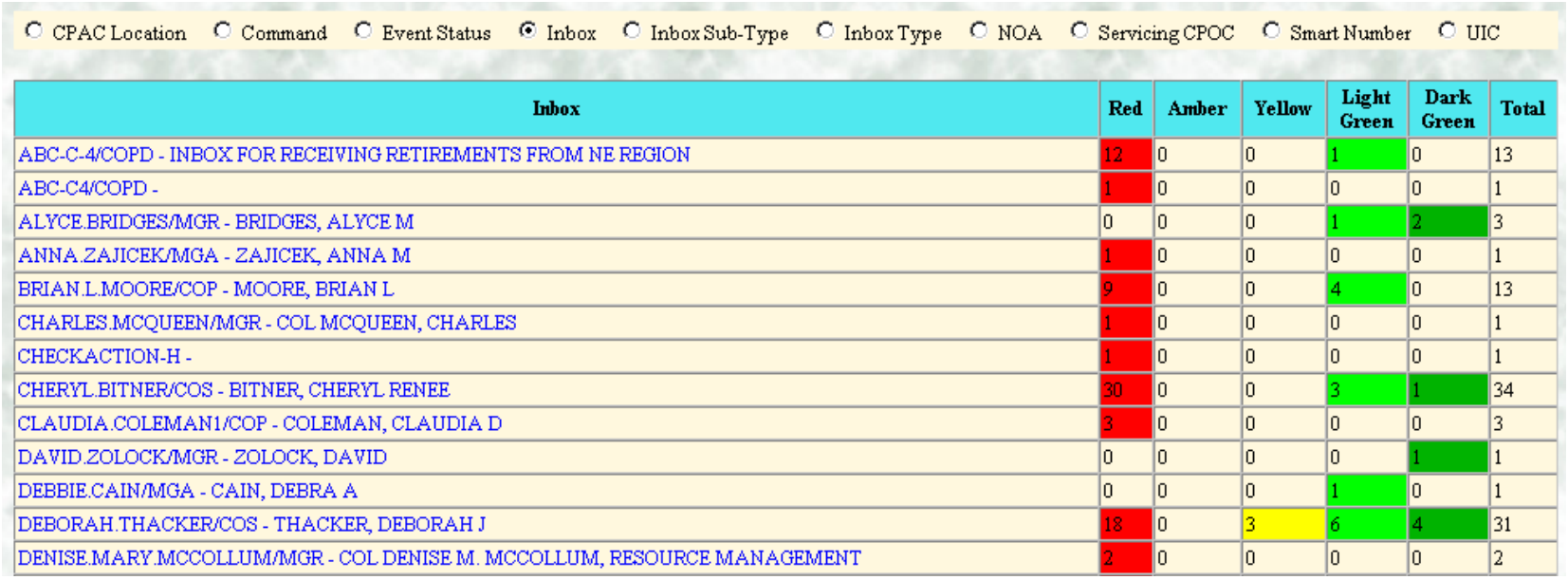
○ Branch ○ CPAC ○ Command ○ Creator ○ Division ○ Owner ○ Servicing CPOC ○ Ticket Employee ◉ Ticket Sub Type ○ Ticket Type

Ticket Sub Type	Red	Amber	Yellow	Light Green	Dark Green	Total
Civilian Type Invalid	0	0	1	0	0	1
Creditable Mil Svc is blank	1	0	0	0	0	1
Employee and Applicant records exist in Modern	1	0	4	0	0	5
Incorrect Vacancy Indicator on Position	0	0	0	1	0	1
LWOP Expired	1	0	1	0	0	2
Organization Code not summation of parts	0	0	0	3	0	3
Pay Reject	7	0	1	0	0	8
Pay Table / PRD Mismatch	0	0	4	0	0	4
Position Obligation Expired	1	0	0	0	0	1
SCD Mismatch with creditable Mil	2	0	0	0	0	2
Salary does not match table	0	0	5	0	0	5
Temporary Promotion Expired	0	0	1	0	0	1
WIGI date blank	0	0	2	0	0	2
WIGI date invalid	0	0	1	0	0	1
Totals	13	0	20	4	0	37

View Details

Inbox statistics

- Tracks RPA age and status.
- Viewed by managers.



○ CPAC Location ○ Command ○ Event Status ◉ Inbox ○ Inbox Sub-Type ○ Inbox Type ○ NOA ○ Servicing CPOC ○ Smart Number ○ UIC

Inbox	Red	Amber	Yellow	Light Green	Dark Green	Total
ABC-C-4/COPD - INBOX FOR RECEIVING RETIREMENTS FROM NE REGION	12	0	0	1	0	13
ABC-C4/COPD -	1	0	0	0	0	1
ALYCE.BRIDGES/MGR - BRIDGES, ALYCE M	0	0	0	1	2	3
ANNA.ZAJICEK/MGA - ZAJICEK, ANNA M	1	0	0	0	0	1
BRIAN.L.MOORE/COP - MOORE, BRIAN L	9	0	0	4	0	13
CHARLES.MCQUEEN/MGR - COL MCQUEEN, CHARLES	1	0	0	0	0	1
CHECKACTION-H -	1	0	0	0	0	1
CHERYL.BITNER/COS - BITNER, CHERYL RENEE	30	0	0	3	1	34
CLAUDIA.COLEMAN1/COP - COLEMAN, CLAUDIA D	3	0	0	0	0	3
DAVID.ZOLOCK/MGR - ZOLOCK, DAVID	0	0	0	0	1	1
DEBBIE.CAIN/MGA - CAIN, DEBRA A	0	0	0	1	0	1
DEBORAH.THACKER/COS - THACKER, DEBORAH J	18	0	3	6	4	31
DENISE.MARY.MCCOLLUM/MGR - COL DENISE M. MCCOLLUM, RESOURCE MANAGEMENT	2	0	0	0	0	2

Questions?